

April 22, 2002

ORGANIZATIONAL SERVICES  
ADVISORY MEMORANDUM NO. 2002-3

TO: All Offices

SUBJECT: Retirement or Going-Away Recognition Events

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As public employees we accept the reality of always being subject to public scrutiny. As a result, prudent discretion in the planning of and inviting of non-state personnel to retirement and other going-away recognition events is expected. The current early retirement program has caused numerous questions regarding the Department's policy on retirement or going-away recognition events.

The Department feels it is appropriate to recognize career individuals who have served our department and state government. This policy should not be interpreted as discouraging recognition lunches and /or dinners. But rather reminding each of us, as public servants, that the clientele we serve are taxpayers of Michigan. Therefore, we must fully recognize our responsibilities to that clientele. Please note the following:

- a. The Department of Management and Budget is planning an official, modest, departmental farewell for 2002 early retirees as a group. This event is being planned and organized by Organizational Services, and all expenditures for this event will be incurred through this office.
- b. Use of state property, equipment and resources – Under no circumstances should state resources be used for the purposes of planning and organizing retirement and going-away events, other than “a” above. Costs associated with tickets, placemats, posters, invitations, printing, postage, meals and refreshments should be incorporated into the cost of the particular event. Under no circumstances should the cost of these items be charged against a

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state appropriation event if the intent is to later reimburse the state from proceeds. Use of ID mail for distributing announcements to state employees on an officewide basis is permitted.

- c. Solicitation of vendors – Due to the sensitive nature of the Department's responsibilities in the area of contracting, leasing and purchasing, vendors or contractors doing business with the state, where this Department has the contracting responsibilities, should not be solicited. Even though there is no conflict of interest in endeavors of this nature, these might be perceived as intimidation on the part of those private firms doing business with the state.

This memorandum replaces Administrative Services Letter No. 97-3 dated March 4, 1997.

Distribution of Memorandum

Please retain one copy of this memorandum in a central file for future reference and forward additional copies, as necessary, to those individuals within your agency responsible for daily administration of this activity.

Questions regarding this memorandum may be directed to me at 373-0219.

Your cooperation and adherence to this procedure is appreciated.

Rose Wilson, Director  
Organizational Services